



E-RATE INVOICING

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July 2016; updated August 2016

TOPICS FOR THIS PRESENTATION

- How to view your Funding Commitment Decision Letter (FCDL)
- How to file the Form 486, a requirement for every recipient of E-rate funding
- Invoicing Options (SPI or BEAR)
- Making changes to funding
 - Form 500
 - Service Substitution letter



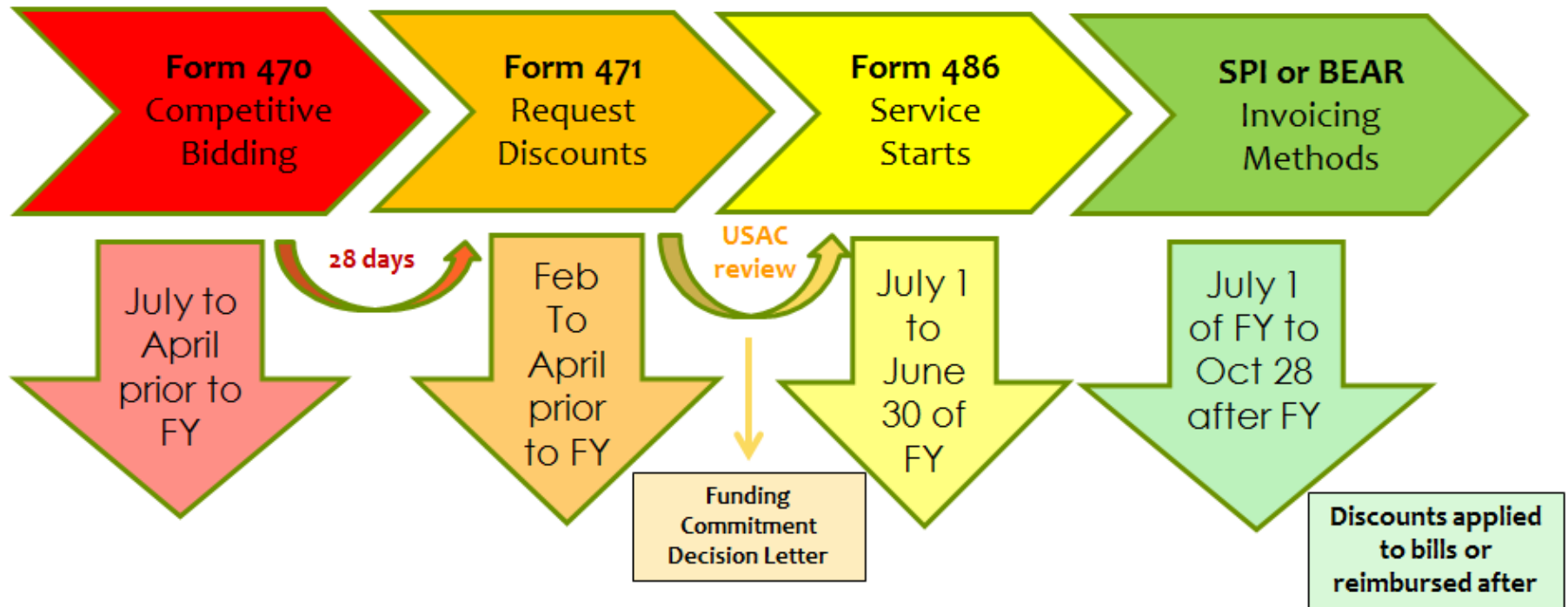
DISCLAIMERS



- These instructions represent my unofficial interpretation of the FCC's E-rate rules and regulations. **Official guidance can come only from the FCC and USAC.**
- USAC is working constantly to fix technical problems and other errors in both the E-rate Productivity Center and in training documents. What I present today is correct to the best of my knowledge, but what you see in EPC may be different.



THE E-RATE PROCESS





FUNDING COMMITMENTS



FUNDING COMMITMENTS IN EPC

To: [REDACTED]
From: Application Administrator <application.administrator@usacetest.org>
Message Id: [REDACTED]
Subject: EPC Notification - E-rate Funding Commitment Decision Letter (FCDL) available for [REDACTED]
Received: Thu May 12 2016 15:38:44 GMT-0400 (Eastern Daylight Time)

text/html

Show icon



Hello,

The Funding Commitment Decision Letter (FCDL) for the FCC Form 471 funding requests included in the most recent commitment wave that featured [REDACTED] has been issued. To view the FCDL, login to USAC's E-rate Productivity Center (EPC) by clicking on the link below. From your landing page, navigate to the Notification Center and click on Generate Notification. If the notification has already been generated, you will instead see a link that says View Notification; click on View Notification or navigate to your News Feed to view the FCDL details.

[Login to EPC](#)

If you have questions, or believe that you received this notification in error, please [Contact Us](#) or call the USAC Client Service Bureau at (888) 203-8100 for assistance.

Thank you,

Universal Service Administrative Company

NOTE: Please do not reply to this email.

This message has been sent by EPC

When your Form 471 has been reviewed, you'll receive an email notice directing you to the E-rate Productivity Center to view your Funding Commitment Decision Letter (FDCL).

Watch USAC's video on the Funding Commitment Decision Letter for applicants found on this page:

<http://www.usac.org/sl/about/outreach/videos/FCC-Form-471-Funding-Commitment-Decision-Letter-series.aspx>

GENERATE AND VIEW NOTIFICATIONS

My Landing Page



Welcome, Cathy Schoolf

Notifications

Notification Type

Funding Year

Wave Number

Status ☒ All
☐ Generated
☐ Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	FCDL	FCC Form 471 - 161002652	5/20/2016	e@e.com	6/2/2016 4:26 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002650	5/20/2016	e@e.com	6/2/2016 4:10 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002505	5/10/2016	e@e.com	6/2/2016 4:10 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002526	5/10/2016	e@e.com	6/2/2016 4:10 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002420	5/10/2016	e@e.com	6/2/2016 4:10 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002525	5/10/2016	e@e.com	6/2/2016 4:10 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002434	5/10/2016	e@e.com	6/2/2016 4:10 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002421	5/10/2016	e@e.com	6/2/2016 4:11 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002429	5/10/2016	e@e.com	5/11/2016 4:15 PM EDT	View Notification
	FCDL	FCC Form 471 - 161002524	5/10/2016			Generate Notification

In the Notifications section at the top of My Landing Page, set the Notification Type to FCDL and the Funding Year to 2016 to bring up a list of your library's FCDLs.

In the far right column, click on Generate Notification, then View Notification to go to your Funding Commitment Decision Letter.

FCDL ON THE NEWS FEED

The screenshot shows the USAC News Feed interface. The top navigation bar includes 'News', 'Tasks (150)', 'Records', 'Reports', and 'Actions'. The left sidebar contains the USAC logo, a search bar, and links for 'All', 'Updates', 'Participating', 'Kudos', and 'Starred'. The main content area displays a post from the 'E-Rate Productivity Center' with a blue icon of three circles. The post text includes a thank you message, details about the FY 2016 FCC Form 471 Application Number 161002526 for Cathy School - BEN 173, and information about the FCDL Supplement. It provides instructions on how to open the CSV file and mentions that the FCDL date is 5/10/2016. Below the text, there are links for 'More Info' and 'Print'. A blue oval highlights the 'FY 2016 FCDL Supplement PDF 111 KB' link. A green box highlights the 'FCC Form 471 - 161002526 - Cathy School CSV 1 KB' link. At the bottom, there is a table with columns for 'May 10, 2016', 'FCC Form 471 Application Number', and 'Billed Entity Number (BEN)'. The table shows the application number 161002526 and the billed entity number 173.

News Tasks (150) Records Reports Actions

USAC

Search

All
Updates
Participating
Kudos
Starred

E-Rate Productivity Center Thank you for your Funding Year 2016 Application for Universal Service Support and for any assistance you provided throughout our review

This post contains your Funding Commitment Decision Letter for the FY 2016 FCC Form 471 Application Number 161002526 for Cathy School - BEN 173. The attached .csv file contains information about the committed status of the funding requests, and the FCDL Supplement contains additional important information. The FCDL date is 5/10/2016.

Please open the .csv file below for complete details about the commitments made for each of the Funding Requests. This file can be opened in any spreadsheet program. To make the information easier to read, first select the entire spreadsheet and then expand all of the columns in the document (in Excel, double click on the divider between the column headings, A, B, etc).

We are also sending this information to your service providers so that preparations can begin for delivering services based on the approved discount(s) after you file your FCC Form 486, Receipt of Service Confirmation Form.

The FCDL Supplement document provides more important information including steps for appealing USAC's funding decisions.

The 'More Info' link below provides summary data about the commitments made to your company in this wave. Click on the date/time below to display the entire notification for easy printing.

Next Steps:

- Work with your service provider to determine if you will receive discounted bills or if you will request reimbursement from USAC after paying your bills in full.
- Review the Children's Internet Protection Act (CIPA) requirements.
- File the FCC Form 486 once you are ready to begin receiving services.
- If you are paying the full bill, invoice USAC using the FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form.

FY 2016 FCDL Supplement PDF 111 KB

FCC Form 471 - 161002526 - Cathy School CSV 1 KB

FY2016 App 100K-1M

May 10, 2016 Comment Hide Info

FCC Form 471 Application Number	Billed Entity Number (BEN)
161002526	173

The FCDL Supplement document linked in the entry has information on next steps to take and appealing funding decisions if needed.

The funding status and amount funded for your funding requests will be listed in an Excel file.

FCDL GIVING YOU FITS? TRY E-RATE CENTRAL

- E-rate Central is a third-party website that downloads information about 471s and funding commitments. Its displays are often much easier to view and understand than USAC's.
- Go to the page for Kentucky E-rate info:
<http://e-ratecentral.com/us/stateInformation.asp?state=KY>
- Enter your library's BEN, then select the funding year:

Funding Quick Search

☒ Billed Entity Number ☐ SPIN

200246

Search

Applicant: POWELL COUNTY PUBLIC LIBRARY			
Billed Entity: 200246			
FY	Req. FRNs	Funded FRNs	486 on File
2016	3	0	0
2015	3	3	3
2014	2	2	2

A series of vertical stripes in shades of gray and blue run down the left side of the slide. Overlaid on these stripes are several circles of varying sizes in a vibrant blue color. The largest circle is positioned near the top left, with smaller circles scattered below it, creating a dynamic, abstract design.

FORM 486

Congrats on getting funding...now do this form!

WHAT IS THE FORM 486?

- The 486 has three purposes:
 - Accept and release funding committed to your library
 - Indicate that service has started or the earliest date it could start
 - Make certifications regarding compliance with the Children's Internet Protection Act (CIPA)
- A 486 must be on file before any E-rate invoicing can be filed, either by the service provider or the applicant.



NOTES ON CIPA COMPLIANCE (1/2)



- **Compliance with the Children's Internet Protection Act (CIPA) has 3 parts:**
 - **Internet Safety Policy that includes certain requirements for protecting children who use the internet at the library**
 - **Public meeting to discuss the policy.**
 - **Technology Protection Measure (filter)**



NOTES ON CIPA COMPLIANCE (2/2)

- Libraries **must** comply with CIPA if they receive funding for internet access or any Category Two equipment and services.
 - Exception: compliance is not required if the library receives support only for telecommunications (voice or transport).
- Compliance is critical; if you're audited and found not to be in compliance, you may have to return multiple years of funding! **DO NOT ACCEPT E-RATE FUNDING IF YOU CAN'T CERTIFY CIPA COMPLIANCE!**
- KDLA has a webinar on CIPA posted in the E-rate section of the Archived Webinars page:
<http://kdl.ky.gov/librarians/staffdevelopment/Pages/KDLAArchivedWebinars.aspx>

BEST TIME TO FILE THE 486?

- KDLA's Technology Consultant recommends that you file a Form 486 as soon as possible after you receive your Funding Commitment Decision Letter (FCDL)
- You must indicate a Service Start Date. **The best practice is to list the earliest possible service start date (July 1)** even if you won't purchase the product/service or the service won't start until later in the year
 - **EXCEPTION:** If you opted for early installation on Category Two equipment, list the purchase date (sometime between April 1 and June 30)



DATES & DEADLINES – RECURRING SERVICES

- Recurring services = internet, phone, or other service that happens on a regular schedule
- These services must occur between July 1 – June 30 of the funding year
- Deadline for filing the Form 486 for recurring services:
 - 120 days from start of services **OR**
 - 120 days from the date on the Funding Commitment Decision Letter (FCDL)***whichever comes latest.***

Not sure about the deadline? Use this tool:

http://www.usac.org/sl/tools/deadlines/form_486.aspx



DATES & DEADLINES – NON-RECURRING SERVICES

- Non-recurring services = one-time purchases such as equipment
- These services may occur between April 1st prior to funding year to September 30th following the end of funding year)
- Deadline for filing the Form 486 for non-recurring services:
 - 120 days from date of purchase/vendor installation **OR**
 - 120 days from the start of the funding year (July 1)***whichever comes latest.***

Not sure about the deadline? Use this tool:

http://www.usac.org/sl/tools/deadlines/form_486.aspx



WHERE DO I FIND THE FORM 486?

The screenshot shows the 'My Landing Page' of the USAC TRAINING system. The top navigation bar includes 'News', 'Tasks (13)', 'Records', 'Reports', and 'Actions'. A callout points to 'Tasks (13)' with the text: 'Already started a form? Go to Tasks to pick up where you left off.' The top right shows the user 'Lauren Abner' and the 'Appian' logo. Below the navigation bar, there are links for 'Funding Request Report', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', 'Appeal', 'Manage Users', 'Manage Organizations', 'USAC Website', 'Contact Us', and 'Help'. A callout points to 'FCC Form 486' with the text: 'Easiest way to start a Form 486: On My Landing Page, click on the FCC Form 486 link near the upper right.' The 'USAC TRAINING' logo is on the left, followed by a welcome message: 'Welcome, Pioneer County Public Library System!'. Below this is a 'Notifications' section with dropdowns for 'Notification Type' (set to 'Please select a value') and 'Funding Year' (set to '-- Select a Funding Year --'). A table below the notifications has columns: 'Notification', 'Description', 'Issued Date', 'Generated By', and 'Generated On'. At the bottom, the 'My Entities' section shows a table with columns: 'Entity', 'Issued Date', 'Description', 'KY', and '40078'. A callout points to the 'Pioneer County Public Library System' link in the 'Entity' column with the text: 'Alternate way to start a Form 486: Click on the name of your library where it appears on My Landing Page. Then click on Related Actions, then Create FCC Form 486.'

Tasks (13)

My Landing Page

USAC TRAINING

Welcome, Pioneer County Public Library System!

Notifications

Notification Type: Please select a value

Funding Year: -- Select a Funding Year --

Not Generated


Notification	Description	Issued Date	Generated By	Generated On
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My Entities

Entity	Issued Date	Description	KY	40078
Pioneer County Public Library System				
Loganville Branch Library	209	Loganville	KY	40078

FORM 486 – GENERAL INFORMATION

News Tasks (13) Records Reports **Actions** Lauren Abner - Appian


Save Changes

Create FCC Form 486

General Information Select FRNs Detailed Info Certification Preview

Submitting Organization Details


Pioneer County Public Library System
100 Main Street
Boonesburg, KY 40069
111-222-3333
library.system10.user1@mailinator.com

FCC Form 486 Details

Nickname*
Category 1 funding FY 2016-17

Funding Year*
2016

Contact Information

Main Contact Person*
Lauren
 Lauren Abner
library.system10.user1@mailinator.com person's name or email

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0853)

Part 54 of the Federal Communications Commission's (FCC) rules authorize the FCC to collect the information requested in this form. Responses to the questions herein are required to obtain the benefits sought by this application. Failure to provide all requested information will delay processing or result in the form being returned without action. Information requested by this form will be available for public inspection. The information provided will be used to determine whether approving this request is in the public interest. We have estimated that each response to this collection of information will take 1 hour. Our estimate includes the time to read the instructions, look through existing records, gather and maintain the required data, and actually complete and review the form or response. If you have any comments on this estimate, or on how we can improve the collection and reduce the burden it causes you, please write the Federal Communications Commission, AMD-PERM, Paperwork Reduction Project (3060-0853), Washington, DC 20554. We will also accept your comments via the Internet if you send them to pra@fcc.gov. Please DO NOT SEND COMPLETED APPLICATIONS TO THIS ADDRESS. Remember - you are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

Cancel Continue

Enter an application nickname for you reference.

Select the Funding Year from the drop-down. For FY 2016-17 funding, choose 2016.

Enter the Main Contact Person for the form—must be an EPC user. Select the profile that pops up in blue when you type the name.

FORM 486 – SELECT FRNs

Submitting Organization Details

EXAMPLE PUBLIC LIBRARY
100 MAIN STREET

BEN: 130xxx
FCC Registration Number: 001xxxxxxx

Filters

Application Number

Category of Service

--Select Filter by Application Category of Service--

FRN

FRN Status

Funded

Clear Search Filters

Search

Add all (2) FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1699xxxxxx	161xxxxxx	ABC Company	Category 1	Funded
<input type="checkbox"/>	1699xxxxxx	161xxxxxx	XYZ Company	Category 2	Funded

Add (0) FRNs

Selected FRNs

<input type="checkbox"/>	FRN	Application N
<input type="checkbox"/>		

You must associate at least one Fu

Click on Add all (#) FRNs to add all of your funded FRNs to the form. You also have the option to check the box beside particular FRNs that appear in the results, then click on Add (#) FRNs. Any FRNs you add will appear in Selected FRNs below.

By default, all of your funded FRNs should appear because the FRN Status filter is set to Funded. If needed, you can use other filters to find particular FRNs.

FORM 486 – SERVICE INFORMATION

The Service Information page shows the Service Start Date for each funding request. By default, it pulls the date that was entered on the Form 471. You can also edit the date if needed (see next slide).

Service Information

Please confirm that the information below is complete and accurate for the service(s) and service start date. To do so, select the FRN(s) you wish to update from the grid below.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input type="checkbox"/>	1699[REDACTED]	161[REDACTED]	Internet	143030766	Windstream Communications, LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699[REDACTED]	161[REDACTED]	Phone Service-Local	143030766	Windstream Communications, LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699[REDACTED]	161031632	Long Distance Phone Service	143030795	Verizon Long Distance LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699[REDACTED]	1610[REDACTED]	AT&T Bookmobile Data	143025240	AT&T Mobility	7/1/2016	7/1/2016

Cancel

Back

Continue

FORM 486 – UPDATING SERVICE START DATE

Service Information

Please confirm that the information below is complete and accurate for the service start date. To do so, select the FRN(s) you wish to update from the grid below. Please note that the Service Start Date in the below grid is from the FCC Form 471.

To Edit a Service Start Date, check the box beside the funding request. Below, you can enter a new date and then click on the Update Selected FRNs Start Date button.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	S			Service Date
<input type="checkbox"/>	1699[REDACTED]	161[REDACTED]	Internet	143030766	Windstream Communications, LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699[REDACTED]	161[REDACTED]	Phone Service-Local	143030766	Windstream Communications, LLC	7/1/2016	7/1/2016
<input type="checkbox"/>	1699[REDACTED]	1610[REDACTED]	Long Distance Phone Service	143030795	Verizon Long Distance LLC	7/1/2016	7/1/2016
<input checked="" type="checkbox"/>	1699[REDACTED]	1610[REDACTED]	AT&T Bookmobile Data	143025240	AT&T Mobility	7/1/2016	7/1/2016

and then click on the Update Selected FRNs Start Date button.

Actual Service Start Date for the Selected FRN(s)

9/1/2016

Update Selected FRNs Start Date

FORM 486 – EARLY FILING AND CIPA WAIVER

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

EXAMPLE PUBLIC LIBRARY
100 MAIN STREET

Billed Entity Number: 1xxxxx

FCC Registration Number: 001xxxxxxx

Check Early Filing **ONLY** if

- a) the form is submitted before August 1st (this counts as early filing) and
- b) you can certify your compliance with CIPA.

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

☐ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) required by the Act. The FCC Form 486 will be brought into compliance with the Act.

CIPA Waiver is very rare. Check this only if it is your 2nd year for E-rate Internet Access and/or Internal Connections funding since FY 2001 and you're still not in compliance with CIPA.

Cancel

Back

Continue

CERTIFICATIONS

All filers should **check ALL boxes** under the first Certifications section.

Certifications

- ☐ I certify that, if required by program rules, the entity(ies) receiving discounted services as indicated on this FCC Form 486 are covered by technology plan(s) that have been approved by a state or other authorized body (i.e., a USAC-certified technology plan approver) prior to the commencement of service and that cover all 12 months of the funding year. Provide the name(s) of the organization(s) that approved a technology plan for any eligible entity that is receiving services covered under this FCC Form 486 or, if EVERY FRN listed in this FCC Form 486 is for services that do not require a technology plan, enter nothing here.
- ☐ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☐ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

CIPA CERTIFICATIONS

CIPA Certifications

Check 1st option if your library is CIPA compliant.

- ☐ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- ☐ I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
- ☐ I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

RARE: Check 2nd option if this is your library's first year since 2001 applying for Internet Access or Internal Connections and you're working towards compliance.

Cancel

Back

Check 3rd option if you're applying for Telecommunications Services only and don't need to comply with CIPA.

Preview

CERTIFY + FALSE STATEMENTS WARNING

1699-██████	1610-██████	Phone Service-Local	143030766	Verizon Wireless Communications, LLC	7/1/2016	7/1/2016
1699-██████	1610-██████	Long Distance Phone Service	143030795	Verizon Long Distance LLC	7/1/2016	7/1/2016
1699-██████	1610-██████	AT&T Bookmobile Data	143025240	AT&T Mobility	7/1/2016	9/1/2016

Certifications

☒ I certify that, if required by the funding agency, I have maintained and will continue to maintain all 12 months of the funding year records for the services covered under this FCC Form 486.

☒ I certify that the services listed on this FCC Form 486 are covered by technology plan(s) approved by the technology plan approver prior to the commencement of service and that cover the services listed on this FCC Form 486 except for those services that do not require a technology plan, enter nothing here.

☒ I understand that the disclosures required by the funding agency are being provided to all or some of the eligible entities identified in the technology plan for any eligible entity that is receiving services that do not require a technology plan, enter nothing here.

☒ I certify that the services listed on this FCC Form 486 except for those services that do not require a technology plan, enter nothing here.

☒ I understand that the disclosures required by the funding agency are being provided to all or some of the eligible entities identified in the technology plan for any eligible entity that is receiving services that do not require a technology plan, enter nothing here.

☒ I certify that as of the date of the certification, the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

The last page of the form displays the information you entered, including the specific certifications you selected. When you click on Certify, a warning about false statements will appear. Click on Yes to finish certifying.

AFTER YOU CERTIFY - DOCUMENT RETENTION

- Two things to print for your records:
 - **Certifier Information page** – This will display immediately after you certify.
 - **Copy of the Form 486** – You can access this from the FCC Forms section at the bottom of My Landing Page or from the Records tab. Click on Print Preview, click on Yes, then print it like a web page.

This feature will expand the Certifications and Service Information sections. To print, use browser functionality or hit CTRL+P. Do you want to continue?

No


Yes

FRN Number ↑	Applica Number		N	Service Provider	Actual Service Start Date
1695 [REDACTED]	1610 [REDACTED]		030766	Windstream Communications, LLC	7/1/2016
1695 [REDACTED]	1610 [REDACTED]		030766	Windstream Communications, LLC	7/1/2016
1695 [REDACTED]	1610 [REDACTED]		030795	Verizon Long Distance LLC	7/1/2016
1695 [REDACTED]	161 [REDACTED]	AT&T Bookmobile Data	Category 1	143025240 AT&T Mobility	9/1/2016

NOTIFICATIONS ON LANDING PAGE

My Landing Page

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)


Welcome, Pioneer County Public Library System!

Notifications

Notification Type Please select a value ▼

Funding Year Please select a value ▼

Status ? ☒ All ☐ Generated ☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On
	FCDL			
	FCC Form 486 Notification Letter			
	FCC Form 486 Certification			

On My Landing Page, use the Notification Type drop-down to view Form 486 Notification Letters and Certifications.

USAC GUIDANCE ON THE FORM 486

- As of early July 2016, the only guidance on the Form 486 provided by USAC is the June 10th issue of the Schools & Libraries News Brief:
 - <http://www.usac.org/sl/tools/news-briefs/preview.aspx?id=700>
- At some point later in the summer, a walkthrough video should be added to USAC's Online Learning Library:
 - <http://www.usac.org/sl/about/outreach/online-learning.aspx>



A series of vertical stripes in shades of gray and green on the left side of the slide. Overlaid on these stripes are several circles of varying sizes in a vibrant green color.

INVOICING OPTIONS

What happens after you file the Form 486?

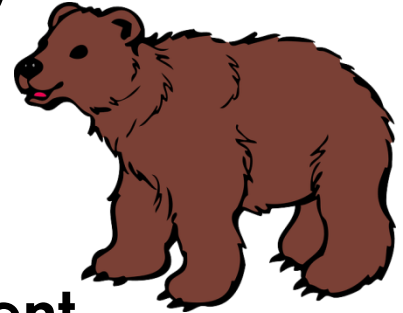
INVOICING – SPI OR BEAR? (1/2)

Service Provider Invoicing (SPI)

- Your service provider may apply your E-rate discount directly to your monthly bill, but they are not required to offer SPI.
- Some vendors ask you to select the invoicing type after the funding year starts; others will specify invoicing type on the contract.
 - AT&T requires their additional “Grid” documents to be completed for SPI; KDLA’s Technology Consultant will help if you have problems.
- SPI is less paperwork for you and you won’t miss out on your funding.



INVOICING – SPI OR BEAR? (2/2)



Form 472 (BEAR)

- BEAR = Billed Entity Applicant Reimbursement
- You pay the full bill upfront, then file the BEAR to receive a refund via direct deposit (**NEW for 2016**)
- Can file periodically throughout funding year or submit all at once
- Deadline: No later than 120 days after the last date of service (for internet/telephone, the last service date is generally June 30); you may request 1 extension of 120 days
(<http://www.usac.org/si/applicants/step06/invoice-extensions.aspx>)
- More paperwork for you, but more control over the money flow.



PREPARE TO BEAR!

- **New for 2016: Before submitting BEAR forms, you must provide direct deposit information by filing at least one Form 498.**
- **Instructions for the Form 498 and the revised BEAR form for 2016 are posted on the E-rate page of the KDLA website under “Checklists and Walkthroughs”:**
 - <http://kdla.ky.gov/librarians/programs/Pages/E-rate.aspx>



The left side of the slide features a series of vertical stripes in shades of gray and green. Overlaid on these stripes are several circles of varying sizes in a vibrant green color. The largest circle is positioned near the top left, with several smaller circles scattered below and to its right.

MAKING ADJUSTMENTS

Form 500 and Service Substitution

FORM 500 (1/2)

- Reasons to file the Form 500:
 - Adjusting the Service Start Date on a previously filed Form 486
 - To adjust the Contract Expiration Date listed on the Form 471
 - To request an extension of the service delivery and installation deadline for non-recurring services (RARE –an option only under special circumstances)
 - **To cancel or reduce the amount of an FRN (irrevocably!)**
 - To notify USAC of an equipment transfer within the three year prohibition on equipment transfers due to a temporary or permanent entity closure



FORM 500 (2/2)

This form is necessary if you decide not to purchase Category Two equipment for which your library received a funding commitment.

- Form 500 releases \$ back to the general funding pot for other E-rate entities to use in the following year.
- Your Category Two budget is reduced each time funds are committed to you; if you don't spend the funds, you need the Form 500 to release funding back to your possible Category Two budget over a 5-year period.
- Important for possible audits—USAC won't be happy if you didn't let them know the funds weren't used. You want to keep USAC happy!

Paper-only form is found online:

<http://www.usac.org/sl/tools/forms/default.aspx>



SERVICE SUBSTITUTIONS

- Submit a Service Substitution if the product/service you listed on the Form 471 is no longer available.
 - Mostly relevant for Category Two equipment
 - Product or service must serve the same function
 - Can't receive more funding than the amount already committed for the original product or service
- Not an actual form; you must submit a letter containing the relevant information by fax, email, or mail
- Instructions are found on the USAC website:
<http://www.usac.org/sl/applicants/before-youre-done/service-substitutions.aspx>



RESOURCES

○ KDLA

- **E-rate page:**
<http://kdla.ky.gov/librarians/programs/Pages/E-rate.aspx>
- **Archived Webinars:**
http://kdla.ky.gov/librarians/staffdevelopment/Pages/KDLA_ArchivedWebinars.aspx

○ USAC

- **Schools & Libraries site:** <http://www.usac.org/sl/>
- **Invoicing page:**
<http://www.usac.org/sl/applicants/step06/default.aspx>
- **SL News Brief:** <http://www.usac.org/sl/tools/news-briefs/Default.aspx>

○ E-rate Central

- <http://e-ratecentral.com/>



QUESTIONS?

- **Lauren Abner**, KDLA's Technology Consultant:

- lauren.abner@ky.gov
- (502) 564-1728

- **USAC Client Services Bureau:**

- 1-888-203-8100
- File a customer service case in the E-rate Productivity Center (EPC)

